



C E A

Career Executive Assignment

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Examination Announcement

Department: Legislative Counsel Bureau

Position Title: *Chief Deputy Director, LDC, Customer Services - C.E.A. IV
\$8,426 - \$9,287

*(Pending approval by the State Personnel Board)

Final Filing Date: June 3, 2005

Duties/Responsibilities

Under the general direction of the Legislative Counsel, the Chief Deputy Director, Legislative Data Center, Customer Services is responsible for planning, organizing, and directing the provision of services by, and the operation of, the following specific branches of the LDC: Chamber and Committee Services, Legal Division Services, Member Office Services, Business Administration Services, and Service Center. The Chief Deputy Director, LDC, Customer Services, a member of the Legislative Counsel's executive staff, is responsible for providing information technology products and services to meet the needs of the legislative branch of state government and the Legislative Counsel Bureau. Duties include setting policy regarding service levels, new project prioritization and funding; setting technology use policy and practice in consultation with the Legislature and Legislative Counsel; customer relationship management; project initiation and management; providing consulting and advice for technology use in legislative processes; providing business specific information technology support, service support and problem resolution; LDC business administration; interfacing with the highest management levels and the legislative staff in the Legislature and with management of other governmental entities and private industry; establishing policies and procedures after consultation with the Legislative Counsel; directing the activities of subordinate managers in the LDC; evaluating the performance of the Deputy Directors and subordinate managers; identifying training needs to increase staff and management expertise and effectiveness; conducting inter-divisional meetings to resolve operational problems or to implement strategic policies; participating in all policy and strategic planning activities and acts as an advisor to the Legislative Counsel and customers of the LDC on technology product and services issues; prepares special projects and reports as requested by the Legislative Counsel; evaluates needs, develops, modifies, and meets with customers to provide information, identify priorities, and resolve problems.

The Legislative Data Center, provides data processing and office automation services to the Legislature, Legislative Counsel Bureau, Legislative Analyst, the Little Hoover Commission, and the Bureau of State Audits on a 24-hour, 7-day per week basis.

Examination Information:

The examination process will consist of an application/resume evaluation process by a departmental evaluation committee. The committee will screen the applications on the basis of background and good management potential, as well as the following:

Desirable Qualifications:

Extensive knowledge of information technology and trends as it applies to the Legislative process.

Knowledge of the Legislative Data Center's purposes, goals and objectives.

(Continued on the Reverse)

Demonstrated knowledge of and experience in deploying the most complex technical and architected information technology solutions for a large scale department or branch of government. This knowledge and experience includes the ability to integrate various hardware and software products, methodologies, and processes to provide products and services that meet the needs of the customers.

The evaluation committee will provide the appointing power with their evaluation of the competitive group, who will then make the selection. Should the evaluation committee or the appointing power find it necessary, interviews may be conducted.

Minimum Qualifications for a C.E.A. IV position: Applicants must qualify under one of the following Patterns:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992;

And must satisfy the following Minimum Qualifications:

a. Ability to perform high administrative and policy-influencing functions effectively. This overall ability requires possession of most of the following more specific knowledge and ability.

(1) Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the executive branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem-solving; principles and practices of policy formulation and development; and personnel management techniques.

(2) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the legislative and executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports.

b. This knowledge and ability is expected to be obtained from the following kinds of experience. (Experience may have been paid or volunteer, in State service, other government settings, or in a private organization.)

Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management, that demonstrates the ability to perform the duties of a C.E.A. Level IV.

HOW TO APPLY: All interested applicants who have permanent civil service status or qualify under Government Code Section 18990 or 18992 must file a standard state application form (Std. 678) with the Legislative Counsel Bureau Personnel Office, 925 L Street, Suite 900, Sacramento, California 95814, on or before the final filing date of June 3, 2005. Questions concerning this examination should be directed to Lynn Snow at (916) 341-8330. The results of this examination may be used for any subsequent vacancies in this position within the next 12 months.

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.